

Category Specialist - Information Technology - Nashville, TN

State of Tennessee



JOB SUMMARY

The Category Specialist executes procurement activities, using all available methods to include Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid, within the assigned portfolio of technology products and/or services, and serves as the point person who conducts ongoing vendor and contract management activities during contract lifecycles. The Category Specialist must be able to solve complex problems associated with data and spend analysis, cost benchmarks, diverse and/or conflicting agency requirements, procurement processes, and vendor and contract management. The Category Specialist must possess or the capacity to become technically proficient in a wide range of computer, telecommunications, networking, and other information technology related hardware, software, and services. The Category Specialist must be able to work closely with user agencies of certain technologies, primarily the Office for Information Resources, to create and manage technology statewide contracts that provide the best value at the lowest price. The Category Specialist will administer procurement activities from development and implementation of the sourcing strategy to execution of the contract, which includes identifying agency needs, drafting solicitations, executing procurements, managing and leading the state evaluation process and conducting negotiations. The Category Specialist will represent the state procurement office.

TASKS AND RESPONSIBILITIES

Under the direction of the Category Team Lead:

- Manages and leads stakeholder meetings, evaluation team, and solicitation process through to award recommendation.
- Responsible for full lifecycle contract management of a portfolio of IT contracts.
- Solves common problems associated with procurement activities, including data analysis and negotiations.
- Conducts ongoing vendor and contract management to ensure vendor and state compliance with contractual obligations.
- Monitor technological developments and advances, as it relates to the assigned portfolio, to ensure that stakeholders are aware of industry trends.
- Builds and manages business relationships with agency procurement staff key vendors to facilitate effective contract management and sourcing outcomes.
- Develops tools to calculate, forecast, and report savings.
- Gathers and analyzes contract expenditure data.
- Estimates, validates and reports on annual savings associated with contracts.
- Gathers and analyzes benchmarks for pricing and contract terms against historical costs, other state technology contracts, and industry-recognized indexes.

Category Specialist - Information Technology - Nashville, TN

State of Tennessee



- Possesses and demonstrates strong knowledge of policies, procedures and strategy to be able to execute and manage multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Leads and develops strategy for formal supplier negotiations and supports other procurement staff with similar activities.
- Monitors vendor market and technological industry developments to identify appropriate opportunities to maximize cost savings and quality of procured goods or services.
- Conducts regular business reviews with vendor executives to review and discuss vendor performance, contract activities and negotiate contract enhancements and price decreases.
- Regularly represents the Central Procurement Office while speaking at public events with internal and external stakeholders.
- Works closely with other staff in Central Procurement and agency procurement staffing support of procurement and contract activities.
- Provides protest support in research and development of recommendation for resolution, as needed by the Legal department.

MINIMUM QUALIFICATIONS

- Technical knowledge of software, hardware, networking and telecommunications solutions
AND
- Completion of a four-year Bachelors degree from an accredited college or university
OR
- Professional procurement/sourcing/contract management experience.

IN ADDITION:

- Experience within a public or private procurement or contract management program.
- Experience working with Microsoft Office; possesses a developed skill set specifically with Excel.
- Excellent organization, problem solving and negotiation skills.
- Excellent analytical skills.
- Excellent presentation, verbal and written communication skills.

PREFERRED QUALIFICATIONS

Category Specialist - Information Technology - Nashville, TN

State of Tennessee



- Demonstrated skills using Oracle, PeopleSoft 8.9, or other enterprise procurement systems.
- Technical knowledge of software, hardware, and telecommunications solutions.

ADDITIONAL INFORMATION

Only applicants that meet the basic requirements for this position will be interviewed. Interested candidates should submit the following to Elaine.W.Williams@tn.gov:

- Resume which includes college GPA, salary history, and all employers / work experience following college graduation.
- Availability date.

**Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.*